

Front Office Clerk-Receptionist

Facility is a 25-bed critical access hospital serving the health care needs of residents of county and its surrounding communities. Our beautifully landscaped campus houses medical-surgical beds, an intensive care unit and a new 29,000 square foot state-of-the-art emergency room and surgical center. Other specialized services are offered through our Family Birth Center, Physical Therapy Center, and Family Medicine Clinic.

The Outpatient Clinic provides medical care to patient populations that include pediatric, employees, and individuals being treated for specialty services. The Front Office Clerk/Receptionist is the initial contact to greet patients and handle initial registration and patient service needs. The person in this position will also provide clerical support including patient file management and support to practitioners and other staff members of the clinic.

QUALIFICATIONS:

- College degree in Medical Office Administration preferred.
- Related coursework in business skills preferred.
- Course in Medical terminology preferred.
- Prior office and scheduling experience, preferably within a hospital setting.
- Basic knowledge of human anatomy and medical terminology is preferred.
- Basic computer knowledge is required.
- Ability to type 40 WPM is desired.
- Excellent interpersonal and communications skills required.
- Use of business office machines, i.e. hospital computer system, typewriter, copy machine, FAX machines.
- Operates film developing equipment and film copying machine.